

# ***Career Management Activities a compilation***

Topics covered include:

- decision making
- preparing and using action plans
- understanding application procedures
- filling out application forms
- writing CVs
- writing covering letters
- preparing for and coping with job interviews
- finding and using sources of help
- understanding our rights and responsibilities in work

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# Introduction

This tutor pack contains a range of stimulating and fun exercises and activities designed to tackle the Career Management element within CEIAG. It is the first of three packs we intend to produce - the other two packs to contain materials which cover 1. Self development activities and 2. Career Exploration activities. All these materials have been drawn from across the Highflyers Publishing product range, in that we have tried to bring together the best of the materials that we have produced over the years that tackle this aspect of careers work. This is our sort of 'Best of' or 'Greatest Hits' range! So if you are looking for ideas to brighten up or strengthen the Career Management aspects of your programme you might find something useful in here.

## What's included?

The materials in this pack tackle those areas covered by the Career Management element of the National Framework for CEG. This aspect of careers work is concerned with young people's ability to 'Make and adjust plans to manage change and transition'. The topics covered include:

- decision making
- preparing and using action plans
- understanding application procedures
- filling out application forms
- writing CVs
- writing covering letters
- job interviews
- finding and using sources of help
- rights and responsibilities in work

## How to use this pack

The pack is not aimed at any specific age group, you will need to read the lesson plans and decide if they suit your requirements. Many of the plans can be made simpler or harder depending upon the age you are using them with. Because the materials have been drawn from a range of products there are lessons for all ability levels so you will need to choose carefully.

The pack is not a stand alone programme but rather a collection of activities from which to cherry pick those activities and ideas which you believe will brighten up your careers programme. If you like particular activities and want to know which of our stand alone packs they have been taken from then please get in touch and we



# Resources

- 75 Pop finalists worksheet
- 76 Your Game Show Prize OHT
- 77 Your Game Show Prize? OHT
- 78 How to find out about... OHT
- 79 Take your pick worksheet
- 80 Sinking ship handout
- 81 Passenger details handout
- 82 Pick again worksheet
- 83 Choose a holiday handout
- 84 More holiday information tutor solutions
- 85 Styles of decision making worksheet
- 86 Decision making styles OHT
- 87 Decision making case studies
- 88 What did you do? worksheet
- 89 No job is perfect cards
- 91 Looking at others in jobs worksheet
- 92 Cruise ship worksheet
- 93 Which job? OHT
- 94 Vacancy cards
- 95 Applying for jobs worksheet
- 96 Vacancy tutor solutions
- 97 Making decisions handout
- 99 Try it yourself making decisions worksheet
- 101 What should he/she do? cards
- 103 Sophie's choice handout
- 104 A Tale of Two Teapots handout
- 105 Blocks to decision making worksheet
- 106 Laura case study
- 107 Jamie case study
- 108 Sukbinder case study
- 109 Which degree for me? worksheet
- 110 Two ships OHT
- 111 What are their goals? worksheet
- 112 Setting goals worksheet
- 113 A good planner must worksheet
- 114 New Year, New Beginnings worksheet
- 115 Making resolutions worksheet
- 116 Richard case study
- 117 Kate case study
- 118 Action Plan OHT
- 119 My career plan OHT
- 120 What would you do worksheet
- 121 What would you do scoresheet
- 122 What do employers want? OHT
- 123 Employability skills OHT
- 124 Employers DON'T want people who worksheet
- 125 Employability skills are important because cards
- 127 Employability skills - Which skill is this? worksheet

128	Which skills are these employers looking for? worksheet
129	Job opportunities cards
131	Job seekers cards
133	Job vacancy cards pack 1
134	Job applicants cards pack 1
136	Job vacancy cards pack 2
137	Job applicants cards pack 2
139	Job vacancy cards pack 3
140	Job applicants cards pack 3
142	Job match worksheet
143	Job match game tutor solutions pack 1
145	Job match game tutor solutions pack 2
147	Job match game tutor solutions pack 3
149	Before putting pen to paper worksheet
150	Analysing a covering letter (1) worksheet
151	Analysing a covering letter (2) handout
152	Writing a covering letter worksheet
153	Matching letters to vacancies handout
154	Letters: Points to remember OHT
155	Letters: Points to remember tutor solutions
156	The Standard layout OHT
157	Sample letters handout
158	Covering letters OHT
159	Things to know about CVs OHT
160	What to put in a CV? worksheet
161	Information to go in my CV worksheet
163	A personal statement worksheet
164	A career objective worksheet
165	Me and school worksheet
166	My education worksheet
167	Things that interest me worksheet
168	My hobbies and interests worksheet
169	Getting a reference worksheet
170	CV layouts OHT
171	A chronological CV handout
172	A skills based CV handout
173	CV Tips handout
174	Targeting a CV handout
176	My CV checklist worksheet
177	Magic CVs handout
178	CV circle worksheet
179	Holly Hughes CV1 handout
180	Helen Gallimore CV2 handout
181	Asif Patel CV3 handout
182	Sally Peters CV4 handout
183	Raji Singh CV5 handout
184	Targeting applications handout
185	Matching your data to the job worksheet
186	Analysing application forms (1) handout
188	Analysing application forms (2) handout
190	Bad application form 1
192	Good application form 1

194	Bad application form 2
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198	Blank application form
200	Application Forms Challenge handout
201	Application Forms Challenge Tutor solutions
202	Application forms - what do employers want worksheet
203	Dealing with difficult questions handout
204	How would you answer? worksheet
205	Job interviews: Tutor solutions
206	The Interview Quiz
207	The Interview Quiz tutor solutions
208	Preparation before the interview handout
210	Typical job interview questions handout
211	Preparing answers to likely questions handout
212	Typical interview questions worksheet
214	How to deal with certain questions handout
215	Academic interviews: Knowing your subject worksheet
216	Preparing answers to likely questions handout
217	Typical interview questions worksheet
218	How to deal with certain questions handout
219	What to wear for an interview worksheet
220	Job interview worksheet
221	Researching the company worksheet
222	Questions to ask them worksheet
223	The Job Interview handout
224	Setting up Mock job interviews: tutor solutions
225	Mock interview arrangement cards
226	Mock interview: Employer's Assessment Form
227	Learning from the experience worksheet
228	Example of a Pay Slip handout
229	Managing your Money worksheet
230	Living on a Budget worksheet
231	Young people are unrealistic handout
232	A week in the life of a student worksheet
233	A week in the life of a student OHT
234	Ideas for keeping costs down worksheet
235	Ideas for keeping costs down OHT
236	Problems at work? handout
237	Problems at work worksheet
239	Problems at college worksheet
240	Problems in the future worksheet
241	Leaving a job quiz
242	Leaving a job quiz answers handout
243	Leaving a job case study cards
244	Leaving a job case studies tutor solutions
245	Leaving a job checklist handout
246	The Job Quitters Excuse List OHT
247	How to check out a job handout
248	The Quick Fix Job case study
248	The Moving On case study
249	The Quick Fix Job checklist handout

250	The Moving On checklist handout
251	Who can help? worksheet
252	How can they help? worksheet
254	Sources of help worksheet

# Decisions & consequences

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## Aim

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To make students aware that all decisions have consequences .

## Resources

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- Copies of the Pop Finalists worksheet on page 75

## Tips

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You might want to set the ball rolling by suggesting things for a bad decision like:

- staying up late to watch a film and being tired in school the next day
  - spending money you should be saving on things you don't need
  - arguing about helping out at home rather than just doing your jobs
  - not doing homework when it should be done
  - bunking off school
  - having a health problem and not going to see the doctor about it
  - agreeing to do something you don't really want to like smoke or take drugs
- and so on.

You might also want to point out that some bad decisions don't matter all that much like staying up late one night but others do, like just trying one cigarette and then getting hooked.

## Method

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1. Begin by pointing out that many decisions that we make have consequences, both for ourselves and other people. In this session you want them to begin working out the consequences and effects of decisions.
2. To illustrate this ask the class to work in groups. In groups they need to imagine they are the members of a panel auditioning people to form a new pop group. They have chosen their 10 finalists and now have to decide which 5 will be in the group. Give each group a copy of the Pop Finalists handout. In pairs ask them to brainstorm who might be affected by their decisions?
3. Ask them to feedback their answers. These might include:
  - the people chosen
  - their families and friends
  - the people not chosen
  - the record production company
  - themselves as panelistsWrite these up on a flipchart or white board.
4. Highlight that some decisions can affect lots of other people and ask the group to work in pairs and identify a bad decision they have made recently which also affected other people. Who did it affect? How did it affect them?
5. Ask for feedback. You may have to start the ball rolling with your own example. Then ask them if they would have made a different decision if they had thought through the consequences? What would they have done instead?
6. Stress how important it is to try and think through the consequences of decisions we make. Hindsight is a wonderful thing, but foresight is even more wonderful!

# Pick a car

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## Aim

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To make students aware to the importance of researching careers ideas in order to make informed decisions about whether to pursue them.

## Resources

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- A copy of the Your Game Show Prize OHT on page 76
- A copy of the Your Game Show Prize? OHT on page 77
- A copy of the How to find out about OHT on page 78

## Tips

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You might want to extend this session by giving the students access to the internet and getting them to research a career that interests them. Once they have found out a bit more ask them if it has changed their view of that particular career.

## Method

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1. Put up the OHT Your Game Show Prize! and ask the students to imagine that they have taken part in a TV game show and won! They now have to choose which car they would take as their prize. Go round the group and ask them which car they would choose.
2. Then put up the OHT Your Game Show Prize? showing the further details of the car and ask them if they would now change their minds. Some will, some won't. However, point out that it is much easier to make a choice when you have the full facts about the options in front of you. The same applies to careers options.
3. Then explain that when deciding what career to go after it is important to find out as much as they can about the options that might be of interest to them. Why? Because what might look like a good career idea on the surface, may not be so good when they dig a bit deeper and find out more about it. Just like with the cars.
4. Then put up the OHT How to find out about and talk it through. Give an example like finding out about air cabin crew - read job leaflets, search the internet for things, talk to someone who has that job or watch a programme about working in airports and on aeroplanes.
5. Finish by pointing out that with access to the internet today it is not that hard to find out about jobs and a bit of research could make a huge difference.

# Jumping to conclusions

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## Aim

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To make students aware that they need full information before they make a decision.

## Resources

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- Copies of the Take your pick worksheet on page 79
- Copies of the Sinking ship handout on page 80
- Copies of the Passenger details handout on page 81
- Copies of the Pick again worksheet on page 82

## Tips

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This activity was originally designed for use with students with learning difficulties. If using it with that group you may need to read out the instructions on the worksheets or put students in groups which contain good readers who can read the sheets to the group.

## Method

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1. Give out copies of the Take your pick worksheet and ask pupils to tick the choice they like best on each line. Then ask the class whether they found that hard or easy. Point out that in some situations it is easy to make decisions.
2. Divide the class into groups then give each pupil a copy of the Sinking ship worksheet. Read out the instructions at the top of the sheet. Once each group has decided who to throw overboard ask them to share this with the class and say how they came to choose these 3 people.
3. Then give out copies of the Passenger details worksheet. Ask the groups to reconsider their choices in the light of the information they have now.
4. Ask the groups whether they have changed their minds about who to throw overboard. Why? What made them change their mind?
5. Finally give all the pupils a copy of the Pick again worksheet and ask them to tick the one they like best on each line. (NB This is supposed to be difficult for them to do! They should not be helped with information about the options while they are doing the exercise).
6. Ask the class if this was more difficult to do than the first one? Why? What would they need to make good choices in this exercise? (information) Where could they get information on these items?
7. Point out that we are more likely to make sensible decisions if we have more information about the things we are trying to choose between (like who to throw out of the lifeboat). So rather than just jumping to conclusions we should try to find out about things before we rush into doing them. The same goes for choosing a job or what to do when they leave school.